

APPENDIX 4 – STAKEHOLDER WORKSHOPS

3 Stakeholder workshops were held in October 2010. A total of 65 participants were involved in the three events. The objective of the workshops was to secure practitioners and stakeholders views on what is working well and what needs to be addressed. To do this, a SWOT analysis followed by a prioritisation exercise was conducted through the day. The agenda for the workshops is set out below:

Agenda

09:30 – Registration and coffee

10:00 – Introduction

1. Welcome and introduction to the day - Scot Govt - 5 mins
2. Introduction to Scottish SEA review - SEPA –20 mins
3. SEA toolkit review - Scot Govt – 5 mins

10:30 – Explain morning workshop – 10 mins

10:40 – SWOT Analysis and Prioritisation

This will take place over two parts and will analyse 6 aspects of SEA

- (1) pre-screening/screening/scoping,
- (2) gathering/using baseline information,
- (3) assessing significant environmental effects,
- (4) considering plan hierarchy and alternatives,
- (5) consultation/engagement processes,
- (6) mitigation, post adoption and monitoring.

PART 1 – The attendees will split into 6 groups of c 4 each at a table with a SWOT analysis matrix. Each group will spend time at each table building up the SWOT analysis for each aspect of SEA. The amount of time at each table will diminish as the matrices fill up:

- 30 mins – change tables at 11:10,
- 20 mins – change tables at 11:30,
- 20 mins – change tables at 11:50,
- 20 mins – change tables at 12:05,
- 15 mins – change tables at 12:20 (1:50 in total).

12:25– Lunch and networking opportunity – 1 hour, including:

PART 2 – Each participant has 24 dots. You now have the lunchtime period to identify your top two weaknesses and top two opportunities .ie visit all six boards and put four dots on each to identify your top weaknesses to be addressed and opportunities to be grasped. This ranking process will be used to focus the review. The top three priority weaknesses and opportunities will be used in the afternoon session.

13:20 – SEA Toolkit Discussion – 1 hour

After lunch everyone will return to the groups they were in prior to lunch. The aim of this part of the workshop will be for each group to identify those items listed under the SWOT analysis that either relate directly to the toolkit guidance or could be addressed better in guidance, under each of the headings. Once all the items are listed, the groups will each nominate their top issue that they believe has to be addressed in the new guidance and why. The group will then quickly present this to the other groups. Everyone will then be asked to vote on the overall winner.

14:20 – Short Coffee Break – 15 mins

14:35 – SEA Review Afternoon Workshop – 1 hour

We will split again into the same 6 groups of c4. This time we will review the top three weaknesses and top three opportunities for each aspect of SEA and each group will come forward with **FIVE** recommendations for each aspect of SEA that will address weaknesses/maximise opportunities in order to make it more effective and/or more efficient. Each group will spend 30 mins on the aspect of SEA which they did not participate in the SWOT analysis for. The five recommendations should be written up on the sheet provided in large writing so that it can be seen by the whole group in the second part of this session.

This will leave c30 mins for the whole group to reassemble and for the nominated person to summarise each groups' five recommendations (4 min max). This will set the scene for the final discussion/questions session.

15:35 – Questions/Discussion and Wrap Up

16:00 – Close